

Notes From an Inservice on Psychological Report Writing

The following notes include a variety of suggestions and comments concerning effective communication of the results from a psychological evaluation. Comments are welcome.

PSYCHOLOGICAL REPORT WRITING TIPS

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Mississippi State Hospital
December 6, 1990
(includes subsequent revisions)

1. There is no one "correct" way to write a report. It needs to be unique to the writer and the patient. Styles often change with each report written. However, there are some basic guidelines that will help to write reports (regardless of style issues) clearly and meaningfully.
2. Purposes for the report can vary, they include:
 - Answer specific questions
 - Treatment planning
 - Formulate/conceptualize the case
 - Monitor progress
 - Provide diagnostic input
 - Assess therapy outcome
 - Facilitate prognostications
3. Tailor the report to the reader with respect to his training, his familiarity with terms, uses for the report, and what questions he is asking. Address the referral question. If the question is inappropriate or can not be answered with psychological assessment, you may need to consult with the referral source and modify the question. Don't just copy the question from the referral sheet. Use this section of the report to state the "Purpose of the evaluation." Word the referral question to cue the reader as to what confirming/refuting data to focus on while reading the report. Tell him what case you are building. (e.g., let him know to cue in on the Avoidant Personality issues.) You don't want him to get to the end of your report, then have to read it again to see if your conclusions were supported. Let him be forming this judgement while he reads.

The referral question can help the reader get a better understanding of what psychological assessment can potentially provide. Address unwritten needs of

How To Write Psychology Report

Jianjun Gao



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Table of Contents How To Write Psychology Report

1. Understanding the eBook How To Write Psychology Report
 - The Rise of Digital Reading How To Write Psychology Report
 - Advantages of eBooks Over Traditional Books
2. Identifying How To Write Psychology Report
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an How To Write Psychology Report
 - User-Friendly Interface
4. Exploring eBook Recommendations from How To Write Psychology Report

- Personalized Recommendations
- How To Write Psychology Report User Reviews and Ratings
- How To Write Psychology Report and Bestseller Lists
- 5. Accessing How To Write Psychology Report Free and Paid eBooks
 - How To Write Psychology Report Public Domain eBooks
 - How To Write Psychology Report eBook Subscription Services
 - How To Write Psychology Report Budget-Friendly Options
- 6. Navigating How To Write Psychology Report eBook Formats
 - ePub, PDF, MOBI, and More
 - How To Write Psychology Report Compatibility with Devices
 - How To Write Psychology Report Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of How To Write Psychology Report
 - Highlighting and Note-Taking How To Write Psychology Report
 - Interactive Elements How To Write Psychology Report
- 8. Staying Engaged with How To Write Psychology Report
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers How To Write Psychology Report
- 9. Balancing eBooks and Physical Books How To Write Psychology Report
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection How To Write Psychology Report
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine How To Write Psychology Report
 - Setting Reading Goals How To Write Psychology Report
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of How To Write Psychology Report

- Fact-Checking eBook Content of How To Write Psychology Report
- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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